

# Wisconsin Department of Regulation & Licensing

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## EXAMINING BOARD OF PROFESSIONAL GEOLOGISTS, HYDROLOGISTS AND SOIL SCIENTISTS

### INFORMATION REGARDING THE APPLICATION FOR CERTIFICATE OF AUTHORIZATION

Section 470.045, Stats. requires that firms, partnerships or corporations practicing professional geology, hydrology, or soil science obtain a Certificate of Authorization issued by the appropriate section of the Examining Board of Professional Geologists, Hydrologists and Soil Scientists. A copy of ch. 470, Stats. is enclosed.

Complete and return the enclosed Application for Certificate of Authorization (#2404) with the application fee made payable to the Department of Regulation and Licensing to the address shown above. Applications mailed by overnight mail or special couriers should be addressed to 1400 East Washington Avenue, Room 112, Madison, Wisconsin 53703.

The Certificate of Authorization is renewable by February 1st of the even-numbered year following the date of issuance. A renewal application will be mailed approximately 30 days prior to the expiration date.

Any changes in the information provided on this application during the registration period must be reported in writing within 30 days of the effective date. Please include the credential number in all correspondence. Correspondence should be addressed to the Examining Board at the address shown above.

In addition to the credential issued by the appropriate section of the Examining Board of Professional Geologists, Hydrologists and Soil Scientists, a corporation must register with the Department of Financial Institutions. You must contact that agency directly to obtain the registration material. The mailing address and telephone number is Department of Financial Institutions, Division of Corporations and Consumer Services, P.O. Box 7846, Madison, Wisconsin 53707, (608) 261-7577.

We will contact the Department of Financial Institutions prior to approving the application to confirm that the requirements for obtaining either the Articles of Incorporation (domestic corporation) or a Certificate of Authority to do Business (foreign corporation) have been satisfied. **You may file with the Examining Board and the Department of Financial Institutions concurrently.**